



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-07-031

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: AID Development Assistance Assistant
OPENING DATE: Tuesday, July 17, 2007
CLOSING DATE: Tuesday, July 31, 2007 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-8

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS
ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of AID Development Assistance Assistant at USAID Khartoum, Sudan.

BASIC FUNCTION:

The incumbent will have responsibility of completing Program related and administrative tasks for USAID/Sudan-OTI (Northern Sudan), under the direct supervision of the OTI Northern Sudan Field Representative.

The incumbent will provides a broad range of services to frequent OTI visitors on temporary duty (TDY), and to other experts brought on short-term assignment. Carries out all of the administrative management functions of OTI, including travel, budgeting, reporting, preparation of MAARDS, and supporting procurement actions. Performs other administrative tasks and provides liaison with OTI partners, including DAI, various NGOs, UN organizations, and other international organizations in the area. Serves as Development Assistance Assistant to the OTI Northern Sudan Field Representative.

Work requires a thorough understanding of office management, superior organizational skills, the ability to meet the public and make independent decisions, and to take required actions without direct supervision. Personally establishes and maintains systems for the timely and accurate response to incoming information and other correspondence to the OTI Office in Khartoum. Incumbent is directly supervised by the OTI Northern Sudan Field Representative.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--Education: Completion of Secondary School and completion of additional secretarial and/or business schooling is required.

--Prior Work Experience: Three to five years of progressively responsible experience in secretarial, administrative assistance, development assistance, and/or related work in a USG, UN, or other international office-type setting is required.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--Skills: Ability to exercise initiative and to work independently. Ability to establish and maintain contacts with USAID contractors, grantees, clients, and counterparts in relevant host-government and private-sector organizations. Ability to work with MS Word, Outlook, Excel, and PowerPoint. Ability to undertake analysis and to understand USAID programs. Must be sensitive to USAID relationships with the GoS, other donors, the Embassy, PVOs, and private and public organizations..

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

2. A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

POINT OF CONTACT:

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6000.

E-mail: KhartoumHROFSNDL@state.gov (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

Embassy website: <http://khartoum.usembassy.gov>

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.
Candidates will receive consideration without regard to race,
color, religion, sex, national origin, disability, age, or sexual
orientation.*

*The Department of State also strives to achieve equal employment
opportunity in all personnel operations through continuing
diversity enhancement programs.*